

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist (TED)  
Will consider Energy Analyst

**TENURE/TIME BASE:** Permanent/Full-time

**SALARY:** Associate Energy Specialist: \$5,247 - \$6,521

Energy Analyst: Range A: \$3,359 - \$4,113

Range B: \$3,637 - \$4,493

Range C: \$4,362 - \$5,403

**LOCATION:** Advanced Vehicle Technologies Office  
Fuels and Transportation Division  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

**DUTIES AND RESPONSIBILITIES:** Under the general supervision of the Energy Resources Specialist III (Supervisory), the Associate Energy Specialist will perform a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California's fuel and vehicle types to help attain the state's climate change policies. This position will include responsibility for individual projects, transportation energy analysis, outreach development activities, and agreement management activities associated with the School Bus Retrofit and Replacement Program (School Bus Program), as well as the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP) in the Advanced Vehicle Technologies Office.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.

- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports.
- Ability to gather, compile, analyze, and interpret written and numerical research data.
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs.
- Ability to make effective presentations and interact effectively with both internal and external parties.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

**WHO MAY APPLY:** Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-062 and Position #535-610-4056-935 in the “Explanation Section” of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Attn: RPA 610-062 Personnel Office California Energy Commission 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4309	<b>California Relay (Telephone) Service for the Deaf or Hearing-Impaired</b>  <b>From hTDD Phones: 1-800-735-2929</b> <b>From Voice Phones: 1-800-735-2922</b>
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View full Duty Statements: <http://www.energy.ca.gov/careers/jobs.html>